

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	23-SRF-01-05
		<b>募集締切日：</b> Closing Date	28 Oct 04
		<b>発行日：</b> Date of Issue	22 Oct 04
<b>1.職種名 Job title ( 等級 Grade <u>4</u> / 語学等級 LAD <u>2</u> )</b> <b>Accounting Technician, #7</b> (会計技術職) <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade		<b>募集人数</b> No. of Recruitment <b>1 名</b>	<b>4.募集範囲 Area of Consideration</b> <input type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant  <b>5.雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term ( <u>6</u> カ月 Months )
<b>2.部隊 Activity</b> <b>U. S. Naval Ship Repair Facility, Yokosuka</b> <b>Administrative Department (C-800) Management Division (C-840)</b> [Physical Location: Comptroller Department (C-600) Accounting Division (C-620) Material Branch (C-622)] <b>勤務場所 Working Place 横須賀市 泊町 Tomari-cho, Yokosuka</b>			
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> <b>勤務日 Work Days : Monday thru Friday</b> <b>勤務時間・休憩 Work Hours/Recess Period 08:00 – 16:45/12:00 – 12:45</b> <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6.職務内容：</b> Reviews and verifies accounting data and mathematical accuracy. Determines the causes of problems and takes corrective action. Reconciles the account balances and prevents the occurrence of problem. Audits and validates STARS/FL, MACTS and MRMS financial systems to verify the accuracy of inputted data. Researches suspended account TEXV and the General Ledger Account 1960, and analyzes the causes of suspended expenditures by using available accounting systems and techniques. Makes corrective entry, reprocesses obligation establishment and/or refers the Department Head/Code/Type Desk for correction of job order reference file data. Reviews outstanding unfilled orders and accounts payable in MACTS & STARS/FL. Takes follow-up action to obtain liquidating documents and to annotate the benefiting accounts payable outstanding on the ledger. Supports senior personnel in the follow-up of billing status for outstanding Work Request, Project Orders, Military Interdepartmental Purchase Request and acts as the POC to other commands in confirming all expenditure information on STARS/FL and CERPS On-line Operator Search Engine. Initiates cancellation of invalid obligation and decreases obligation whenever it is determined that the original obligation or price stated in the contract is met. Gathers the facts so that an adequate analysis of the documents transaction flow can be substantiated. Performs other related and/or incidental duties as assigned.			
<b>7.資格要件／身体条件 Qualification / Physical Requirements</b> a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. b. Knowledge of STARS/FL, MACTS and MRMS and another accounting systems used in SRF. c. Knowledge of methods and procedures used in the double-entry accounting system. d. Skill in operating computer such as MS Word, Excel and Access. e. Ability to speak, read and write English at average proficiency level (LAD-2). *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> N/A		<b>免許証／修了証 License/Certificate Required :</b> N/A	

<b>8.提出するもの Application and Associated Documents</b>		<b>職務状況 Working Condition</b>
* <input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnj.navy.mil">http://hro.cnj.navy.mil</a> * <input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work experience (HROY Form) <a href="http://hro.cnj.navy.mil">http://hro.cnj.navy.mil</a> * <b>の記入は Complete * in</b> <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm envelope with Applicant's Zip Code, Address, Name and 80 yen stamp (MPS is unacceptable).		
<b>問い合わせ先 for Job Inquiries</b> ☎ 担当部署／担当者名 Office/POC U. S. Naval Ship Repair Facility (SRF) Management Division (Code 840) Ms. Takano/(Satomi) ☎ 直通 046-816-4552/4553 ☎ 軍電 243-4552/4553	<b>提出先 Office to Submit</b> 〒238-0001 神奈川県横須賀市泊町 1 番地 1 Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO), Box 22 COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code N-132) ☎ 直通 046-816-8152    ☎ 軍電 243-8152	<b>事務処理欄 For Official Use</b> <b>PD No.:</b> SRF-840-006-LT PD is accurate and current. <b>Certified by Activity:</b> kk HRO: ah10/15 jo10/22 so10/22

応募要項を満たしていない場合、選考の対象になりません。 Incomplete applications will not be processed.

提出された応募書類はお返ししません。 Submitted applications will not be returned.